

Fall 8-15-2012

ENG 1002G-009

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GUIDELINES
ENGLISH 1002
Fall 2012

1. CONTACT YOUR INSTRUCTOR WHENEVER NECESSARY

YOUR INSTRUCTOR'S CONTACT INFO:

Ned Huston
Office: 3762 Coleman Hall
E-mail: nshuston@eiu.edu
Mailbox: 3155 Coleman Hall
English Department Office: 3135 Coleman Hall
English Department Office Phone: 581-2428

OFFICE HOURS:

11:00-12:50 MWF
and by appointment
No office hours during
holidays or vacations or
after Dec. 7

HOW TO FIND YOUR INSTRUCTOR WHEN HE IS TEACHING:

English 1001 Composition and Language	016	10:00-10:50 MWF in 3609 Coleman
English 1002 Composition and Literature	009	1:00-1:50 MWF in 3160 Coleman
English 1001 Composition and Language	035	2:00-2:50 MWF in 3160 Coleman

E-MAIL YOUR INSTRUCTOR WHEN NECESSARY

Students should check their e-mail between classes for news about assignments, conferences, grades, and other matters. E-mail the instructor with any questions. Send correspondence to the instructor by e-mail, but not through mycomplab.com. Most inquiries will be answered promptly, but some may take up to 24 hours. The instructor checks his e-mail infrequently on nights and weekends.

IF YOU HAVE A DISABILITY, GET AN ACCOMMODATION

Contact the Office of Disability Services at 581-6583 (9th Street Hall).

Students must pass English 1001 or get credit in its equivalent before they are allowed to enroll in English 1002.

2. GET THE REQUIRED TEXTBOOKS AND SUPPLIES

MAKE SURE TEXTBOOK RENTAL GIVES YOU ALL OF THE RIGHT BOOKS

Literature (11th Ed.) by Kennedy and Gioia
The Little Brown Handbook (11th edition) by Fowler and Aaron
Writing Essays about Literature (7th Ed.) by Griffith
A Hardback Dictionary

YOU ALSO NEED THESE SUPPLIES FOR THIS COURSE

a notebook to keep notes in and to keep a journal in
2 or more pens with blue or black ink to use to write in the journal, plus a third pen with a different color of ink
2 (or more) 2-pocket folders to hold class handouts and writings.
Bring both pens and notebook to every class. Bring books as assigned on Syllabus.

3. KNOW AND OBEY THE ATTENDANCE POLICY

ATTENDING CLASS IS REQUIRED!

Do not miss or come late to class. The scheduled research visits to the library are also required. Students who miss Library Visits without an excused absence may receive a failing grade on the research essay.

A student should meet with the instructor immediately after returning to class after an absence to request an extension on deadlines of assignments missed due to an excused absence.

DO NOT EXCEED THE 10 ABSENSE LIMIT

Class will meet 33 times plus 6 conferences. Therefore, missing 11 classes or conferences means you have missed a third of the class and thus a third of the instruction. You will have been exposed to less than 70% of the classroom content, and less than 70% is not passing. Thus, anyone who misses (for any reason) more than 10 classes and/or conferences will not receive credit in this course.

TURN IN YOUR WORK EVEN IF YOU MISS A CLASS OR CONFERENCE

Late work will receive a 0. But work is not late if it is turned in by 4:30 on the day it is due. Work can be turned in to my mailbox in 3155 Coleman Hall or my office in 3762. Some in-class work (such as in-class exercises) can still be turned in for credit before the next class even if a student is absent. See the Assignments List on mycomplab.com to find out what to do about class work if you miss class.

ASK FOR AN EXCUSED ABSENCE IF YOU MISS CLASS FOR A LEGITIMATE REASON

Students with a legitimate reason for absence can have their absence excused if they ask for it in advance of missing and/or have evidence to support the legitimacy of their excuse. Students who wait until after they have missed class to request an excused absence must present evidence of their legitimate excuse **as soon as possible**. Absences will not be excused when there has been an unnecessary delay in making the request.

GET A ONE-WEEK EXTENSION ON DEADLINES IF YOU NEED IT

A student with an excused absence can ask for an extension of up to one week on deadlines for work missed because of a legitimate excuse. In an unusual circumstance, a second extension of one week can be granted when one legitimate absence-causing problem is followed immediately by another.

WORK MORE THAN TWO WEEKS LATE WILL RECEIVE A ZERO

More than two weeks of missed work is impossible to make up while still allowing a student time to complete current work. Thus, work more than two weeks beyond the deadline will not be accepted, except in extraordinary circumstances (such as the student being in a coma). Forget the old work and focus on keeping up with current work!

THERE ARE ONLY 4 LEGITIMATE EXCUSES FOR ABSENCE

1. Contagious illness and illness or injury requiring immobility or rest.
2. Travel with an EIU-sponsored group to an EIU-sponsored event.
3. Attendance at the funeral of a close relative.
4. Participation in a legally required event (such as a trial or military training)

DO NOT COME TO CLASS SICK!

Do not attend class with a contagious illness and infect other students. Stay in bed, recuperate, and ask for an excused absence.

Students who are ill (or recovering in bed) should keep up with their assigned work unless they are incapable of doing so. They should have a friend or another student deliver and pick up their assignments so they don't fall behind.

DO NOT MISS CLASS BECAUSE OF AVOIDABLE CONFLICTS OR PROBLEMS

Your university study is important and requires top priority. All other endeavors must be scheduled around it, including fraternity and sorority events, a review session for another class, a family vacation or get-together, a wedding, a doctor's or dentist's appointment, an appointment with an advisor, counselor, or resident assistant, and a "ride" leaving town early.

Make plans to be on campus at least 24 hours before class time to avoid missing class because of travel or weather delays. Arrange rides and tickets to ensure your departure time is after, not before class or conferences.

YOUR ABSENCE WILL HARM YOUR GRADE AND THE GRADES OF OTHERS

Your attendance affects the entire class. Your contribution to class activities is needed. Your absence and tardiness set a bad example for other students. To drive home this point even more, I have made it a policy of this class that each time a student is absent from class or tardy without an excused absence, everyone in their group will lose a point on their group score.

Attendance at conferences is required, and students who miss a conference without an excused absence will lose 10 points for each essay conference missed and 5 points for each revision conference missed. Conference schedules will be e-mailed or handed out in class and will be posted on mycomplab.com.

YOUR FAMILY MUST LEARN TO MANAGE WITHOUT YOU

No student will be excused for a reason as vague as "family emergency." Only the most extraordinary family life and death situation will be accepted as just cause for missing a class.

4. ACHIEVE COURSE OBJECTIVES

LEARN TO READ AND WRITE BETTER

In English 1002, students are expected to achieve and demonstrate competence in reading and writing and doing analysis and research at the college level. They should learn how to read texts critically, how to conduct research, and how to write essays, including research essays.

LEARN TO THINK AND CREATE GOOD HABITS

This course is intended to teach you how to think, how to achieve, and how to be a better student. You should develop skills of critical thinking while also remaining open minded and tolerant of cultural diversity. Skills taught should help you become a success in intellectual and other endeavors even outside of college

5. OBEY WRITING REQUIREMENTS

FOLLOW THE CORRECT FORMAT FOR WRITTEN WORK

For all written work:

- Use margins of at least one inch on top, bottom, and sides.
- Use black ink for printed work, black or blue ink for handwritten work.
- For typed work, use 8 1/2 by 11 inch white paper.
- Give your work a title and a heading with your name and date and the assignment number.

For Essays:

- Write on one side of the paper only.
- Paper clip, don't staple, your essays.
- Double space. If you are hand-writing, skip every other line.
- If writing by hand, you may use pages torn out of the journal, but trim the left edge so it is even.

GO TO THE WRITING CENTER FOR HELP WITH YOUR WRITING

If you struggle with writing in this class or in another, I encourage you to visit The Writing Center in 3110 Coleman Hall for help. To schedule an appointment, drop by or call 581-5929. The Writing Center is open Mon. through Thurs. 9am-3pm, 6pm-9pm and on Friday from 9am to 1pm. The Writing Center seeks to help any student from any major at any stage of his or her writing process. This free service provides one-to-one conferences with writing center consultants who value and respect their writing clients.

DO NOT PLAGIARIZE!

"Any teacher who discovers an act of plagiarism -- 'The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's original work' (Random House Dictionary of the English Language) -- has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including the immediate assignment of a grade of "F" for the assigned essay and a grade of "F" for the course, and to report the incident to the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources."

6. ATTEND ALL SCHEDULED CONFERENCES

CONFERENCES OFFER THE BEST INSTRUCTION

After you have turned in your essay for grading, the instructor will go over it with you one-on-one in a 15 minute conference (20 minutes for the research essay). These conferences will often be scheduled out of class. Scheduling for these conferences will take place during the first or second week of classes so students can plan their future schedules around these conference times.

TURN IN YOUR ESSAYS AND REVISIONS **BEFORE** YOUR CONFERENCE

Essays and revisions will be due before the conferencing period begins so the instructor can look over the papers before the conferences.

SCHEDULE YOUR CONFERENCE AT A CONVENIENT TIME

Conferences can be rescheduled until the date the essay is due if there are any open times, or conferences can be rescheduled if the student can arrange to switch times with another student. Conferences cannot be rescheduled at the last minute except in cases of an excused absence.

7. REVISE YOUR GRADED ESSAY!

DO ANOTHER DRAFT OF YOUR ESSAY AFTER IT HAS BEEN GRADED

After a student has received feedback about an essay, he or she will be required to do a revised draft of that essay, correcting errors and incorporating as many improvements as possible to the content as well as the writing. A seven minute conference will be scheduled during class time (or out of class) for the instructor to go over the revision with the student.

Revisions will be due at the onset of the revision conferencing period (and not at the conference), so the instructor can look over them ahead of time.

REVISIONS DO NOT CHANGE THE PREVIOUS GRADE

Revisions receive a separate grade that counts nearly one half as much as the original essay. Revisions are graded on a stricter scale than essays. Thus, a revision may receive a lower grade than the original essay if few improvements have been made or if new errors have been introduced.

Errors unmarked in an essay still count off on a revision. Students should strive to improve the essay as a whole, not just correct the errors that are marked.

TURN IN THE GRADED ESSAY WITH THE REVISION

Revisions must be turned in with the original graded essay so the instructor can compare the two and give full credit for improvements.

8. DO READINGS AND DO WORK IN CLASS

TAKE NOTES OVER LECTURES AND READINGS

Students are urged to read assignments TWICE to aid them in analyzing readings.

Comprehension and retention of lectures and assigned readings is required. Students will be graded on their understanding and memory of course content. To aid in remembering, students are required to take notes over lectures and type class notes in complete sentences.

PROMPTLY MAKE UP WORK MISSED DUE TO ABSENCE

With an excused absence, a student can make up missed notes by borrowing notes from another student and hand writing them, giving credit to the original note taker.

9. TURN WORK IN EARLY, NOT LATE

NO LATE WORK WILL BE ACCEPTED

Because handwritten work will be accepted for writing assignments in English 1002, excuses involving computers will not be accepted for late work. If you intend to use a computer for your written assignments, plan ahead for such problems as hard-drive failure, disk failure, printer failure, power failure, computer malfunction, printer malfunction, data loss, files not opening, etc. Know where you can find another workable computer to use if yours quits. Give yourself enough lead time before the due date to switch computers and reformat your work, if necessary. Back up all of your computer files. Save and print out copies of your drafts regularly.

KEEP COPIES OF YOUR WORK IN CASE IT GETS LOST

Students are responsible for keeping a copy of all written work submitted for credit in the course and must supply a substitute copy of that work if an assignment is missing or lost.

EARLY WORK GETS EXTRA CREDIT

Early work may be turned in to the instructor himself, may be left at his office, or may be turned in to his mailbox in room 3155 Coleman hall between 8 am and 4:30 pm Monday through Friday. Early work must be turned in at least 1 day early to earn extra points.

Extra Credit Points for Early Submission

Essays	4 points
Revisions	3 points
Journal Entries	1 point
Short Essay	2 points
Tests	1 point

10. YOUR FINAL GRADE IS DETERMINED BY HOW MANY POINTS YOU HAVE

Before extra credit points are assigned and penalty points deducted, every student will have the opportunity to earn 1000 points toward their final course grade, to be determined according to the following scale:

900-1000 points (or more)	A
800-899 points	B
700-799 points	C
699 points or less	No Credit

POINTS CAN BE EARNED IN THE FOLLOWING CATEGORIES:

Poetry, Drama and Fiction Essay ³ (100 points each x 3)	300
Revision of Poetry and Drama Essays (50 points each x 2)	100
Research Essay (100 points each x 1)	100
Revision of Research Essay (50 points each x 1)	50
Peer Reviews (10 points each x 3)	30
Exercises (5 points each x 4)	20
Tests (10 points each x 2)	20
Participation & Lecture & Reading Notes (6 points each x 30)	180
Question Sheets (7 points each x 20)	140
Quizzes (5 points each x 12)	<u>60</u>
	1000

Students may also earn deserved points through extra credit or may lose 5 or 10 points by missing class or conferences or up to 100 points by disrupting class. Students who show sustained exceptional improvement in their writing toward the end of the semester or make an exceptional contribution to the course may earn bonus points toward their final grade.

11. THIS COURSE ENDS!

GET EVERYTHING DONE BEFORE THE END OF CLASSES

No late work will be accepted after the last day of class (Dec. 7). Incompletes are not given in English 1002. If a student has a question, appeal, request, or other business pertaining to this class, it must be settled before the end of classes. Student grades will be turned in at that time, and the instructor will schedule no further appointments or consultations with students afterwards. Any student having read this far in the Guidelines may earn 5 points extra credit by e-mailing the instructor before our next class and writing "extra credit" in the subject line.

The Final Examination will be given on Tuesday, December 11 from 12:30-2:30.

DIC = Hardback Dictionary
 LBH = Little Brown Handbook
 LIT = Literature
 WEL = Writing Essays about Literature
 R = Revision

Syllabus
 English 1002
 1:00 MWF
~~Spring~~ 2012
Fall

A = Activity
 D = Discussion
 L = Lecture
 E = Essay
 J = Journal

Bring to			Reading for	Writing	Other
<u>Date</u>	<u>Class</u>	<u>Topic</u>	<u>Next Class</u>	<u>Assignment</u>	<u>Assignment</u>
8/20		A1 Scavenger Hunt	Guidelines (online)		Schedule
M		D0 Why Take Notes?			Take-Home Test #1
		L0 How to Succeed			
		L2 Genres			
		A2 Online Course			
		A3 Survey & Schedule			
8/22	WEL	L29 Intro to Poetry	Quotations (online)		Schedule Due
W	LIT	L3 Analysis	LIT 962		Question Sheet 1
		L17 Quotations	Read 4 Poems from WEL/LIT		
8/24	LIT	A4 Scavenger Hunt 2	LIT 685-686		Take-Home Test 1 Due
F	WEL	Quiz 1 Quotations	WEL 41		Question Sheet 1 Due
		L30 Narrators	WEL 115-117		Question Sheet 2
		A5 Quotations Exercise			Quotations Exercise
8/27	LIT	Quiz 2 Narrators	WEL 13-14		Question Sheet 2 Due
M	WEL	L31 Denotation	WEL 109-111		Question Sheet 3 in class
	DIC	L1 Intro to Course	LIT 645-646		Question Sheet 4
		D1 Narrators			Quotations Exercise Due
8/29	LIT	Quiz 3 Denotation	WEL 122-125		Question Sheet 4 Due
W	WEL	L32 Figures of Speech	WEL 148-149		Question Sheet 5 in class
	DIC	D2 Denotation and Connotation			Question Sheet 6
8/31	LIT	Quiz 4 Figures	WEL 25-26		Question Sheet 6 Due
F	WEL	L33 References	WEL 138-139		Question Sheet 7 in class
		D3 Figures	"My Wicked Wicked Ways" (Handout)		Question Sheet 8

<u>Date</u>	<u>Class</u>	<u>Bring to Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
9/3 M		CLASS DISMISSED FOR LABOR DAY HOLIDAY			
9/5 W	LIT WEL	A6 Conference Signup Quiz 5 References L34 Personal Experience D4 References	WEL 7-8		Question Sheet 8 Due Question Sheet 9 in class Question Sheet 10
9/7 F	LIT WEL	L35 Poetry Essays L7 Conclusions L8 Verb Tense A7 Verb Tense Exercise	WEL 358-362	Draft E #1 (2 copies)	Question Sheet 10 Due Verb Tense Exercise
9/10 M	LIT WEL	L4 Peer Reviews L6 Introductions A8 Thesis Exercise	Tension (online) Thesis Handout		Tense Exercise Due Thesis Exercise
9/12 W	DIC	A9 Peer Review E#1		Draft of E 1 Due Essay 1	Thesis Exercise Due
9/14 F	LBH	L5 Correction Marks L9 Revision A10 Story Assignments	Quick Writing Guide (online) LBH 66 Read Short Story		Question Sheet 11 Take-Home Test 2
9/17 M		<i>Powerpoint Lectures:</i> L10 Titles L11 Paragraphs L12 Joining Sentences	Read Long Story or Play	E 1 Due	4 E Conferences during class 8 E Conferences outside of class
9/19 W		<i>Powerpoint Lectures:</i> L10 Titles L11 Paragraphs L12 Joining Sentences			4 E Conferences during class 7 E Conferences outside of class
9/21 F	LBH	A11 Scavenger Hunt 3 A12 Research Question L28 Research Paper L18 Paraphrase		Revise E 1	Question Sheet 11 Due Research Question Take-Home Test 2 Due

<u>Date</u>	<u>Class</u>	<u>Bring to Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
9/24 M	LBH	A13 Author Choice L20 Bibliography A14 Book Survey A15 Internet Survey	WEL 312-313 LBH 653-654	R 1 Due	Research Question Due Book Survey Internet Survey 7 R Conferences outside of class
9/26 W	LBH	A16 Conference Signup A17 Sample Research Papers L19 Citations	WEL 304-310		Book Survey Due Internet Survey Due
9/28 F		<i>Powerpoint Lectures:</i> L13 Basic Punctuation L14 Nouns & Pronouns			8 R Conferences in class
10/1 M		<i>Powerpoint Lectures:</i> L13 Basic Punctuation L14 Nouns & Pronouns			8 R Conferences in class
10/3 W		L24 Plagiarism L21 Being Concise L16 Library Visit			
10/5 F		CLASS DISMISSED FOR FALL BREAK			
10/8 M	<i>Panther Card</i>	A18 RESEARCH VISIT TO BOOTH LIBRARY	Research Sources		Article List Encyclopedia List Take-Home Test 2 Due
10/10 W	<i>Panther Card</i>	A19 RESEARCH VISIT TO BOOTH LIBRARY	Research Sources	Draft E 2 (2-3 Copies)	Article List Encyclopedia List
10/12 F	LBH Sources	A20 Source Check A21 Test 2 Answers A22 Bibliography Workshop D5 Intro to <i>Jerry Maguire</i> A23 Research Exercise			Article List Due Encyclopedia List Due Research Exercise
10/15 M	LBH DIC	A24 Peer Review E2		Draft 2 Due Essay #2	Research Exercise Due

<u>Date</u>	<u>Class</u>	<u>Bring to Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
10/17		A25 Research			
W		Jeopardy			
10/19		A26 <i>Movie in Class:</i>		E #2 Due	4 E Conferences in class
F	Sources	<i>Jerry Maguire, Part 1</i>			7 E Conferences outside of class
10/22		A26 <i>Movie in Class:</i>			4 E Conferences in class
M	Sources	<i>Jerry Maguire, Part 1</i>			
10/24		A27 Conference Signup	LIT 1558-1579	Revise E#2	8 E Conferences outside of class
W		L39 Intro to Drama			Question Sheet 12
		D6 Intro to <i>A Doll's House</i>			
		L41 Characters			
10/26		A28 <i>Movie in Class:</i>		R #2 Due	8 R Conferences in class
F		<i>Jerry Maguire, Part 2</i>			
10/29		A28 <i>Movie in Class:</i>			8 R Conferences in class
M		<i>Jerry Maguire, Part 2</i>			
10/31	LIT	Quiz #7 Act I	LIT 1579-1594		Question Sheet 12 Due
W		D7 Act I			Question Sheet 13 in class
		L22 Vague References			Question Sheet 14
					7 R Conferences outside of class
11/2	LIT	Quiz #8 Act II	LIT 1594-1609		Question Sheet 14 Due
F	DIC	D8 Act II			Question Sheet 15 in class
		L23 Word Choice			Question Sheet 16
11/5	LIT	Quiz #9 Act III			Question Sheet 16 Due
M		D9 Act III			Question Sheet 17 in class
		L27 Dangling Modifiers			
11/7		A29 <i>Movie in Class</i>	WEL 362-367		
W		<i>A Doll's House, Part 1</i>			
11/9		A30 <i>Movie in Class:</i>			Question Sheet 18
F		<i>A Doll's House, Part 2</i>			

<u>Date</u>	<u>Class</u>	<u>Bring to Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
11/12	WEL	Quiz 10 <i>A Doll's House</i>	LIT 516-517		Question Sheet 18 Due
M	LBH	D10 <i>A Doll's House</i> L40 Sample Drama Essay A31 Prep for Football	LBH 751-754 <i>Joining Sentences</i> (Handout)		Question Sheet 19 in class
11/14	WEL	L36 Intro to Fiction	LIT 152-155	Draft E#3	
W	LIT	L37 Point of View L38 Plot	LIT 26-28	(2-3 copies)	
11/16	Joining F	A32 Punctuation <i>Sentences</i> Football			Question Sheet 20
11/19	M	CLASS DISMISSED FOR THANKSGIVING BREAK			
11/21	W	CLASS DISMISSED FOR THANKSGIVING BREAK			
11/23	F	CLASS DISMISSED FOR THANKSGIVING BREAK			
11/26	DIC	A33 Peer Review E3		Draft #3 Due	
M				Essay #3	
11/28	WEL	Quiz #6 Point of View			Question Sheet 20 Due
W	LIT	A34 Plot Exercise Quiz #11 Fiction D11 Fiction A35 Course Survey A36 Course Evaluation			Plot Exercise
11/30	F	A37 <i>Movie in Class:</i> <i>Jerry Maguire, Part 3</i>		E #3 Due	4 E Conferences in class 8 E Conf. outside of class Plot Exercise Due
12/3	M	A37 <i>Movie in Class:</i> <i>Jerry Maguire, Part 3</i>		Revise E#3	4 E Conferences in class 7 E Conferences outside of class
12/5	WEL	Quiz #12 <i>Jerry Maguire</i>		R #3 Due	6 R Conferences outside
W		D12 <i>Jerry Maguire</i> L25 Essay Exams L26 EWP			of class

<u>Date</u>	<u>Bring to Class</u>	<u>Topic</u>	<u>Reading for Next Class</u>	<u>Writing Assignment</u>	<u>Other Assignment</u>
12/7 F	WEL	A38 Sample Essay A39 Prep for Final L15 Fiction Essays	WEL 368-373		17 R Conferences outside of class
12/11 T	LIT DIC WEL	A40 Final Examination 12:30 pm-2:30 pm		Essay #4	END OF THE COURSE ENJOY YOUR BREAK!